

UNIVERSITY OF TOLEDO FACILITIES AND CONSTRUCTION			
Section:	Administrative	Effective Date:	January, 1990
Subject:	Fuel Oil Handling-Emergency Generators	Standard Operating Procedure	ADM-18

Standard Operating Procedure

Specific procedures will be followed when ordering fuel oil, transferring oil from the delivery truck to the underground/above ground storage tanks, or when a spill or release to the environment occurs.

Purpose

To ensure that all fuel oil orders are for an amount that does not exceed a tank's remaining capacity and that the transfer of oil is done in a safe and orderly manner. Also, in the event of a spill, the proper actions are taken and the proper departments are notified.

Procedure

1. A technician will read the fuel tank gauge weekly and record the volume in the tank. The Manager of Energy & Electrical/Electronic Systems will ensure that fuel oil is purchased when the volume of fuel in the tank is less than 50%. The technician will also inspect the tank for leaks causing loss of product.
2. Maintenance personnel will observe all transfers of fuel oil. The observer is responsible to assure that the tank filler remains at his post throughout the refueling process. The observer will sign receipt and see that area is clean and no hazards remain.
3. If a spill occurs, enact the UT Spill Prevention Control and Counter Measures Plan (SPCC) located within the general area of tank. Contain the spill as best as possible and contact Campus Police at extension 77, Safety & Health Department at extension 5069, and the Manager of Maintenance Facilities at extension 6720. Assist in clean up of spill if required by Safety & Health personnel.
4. A record of the amount of fuel used quarterly by each emergency generator should be submitted to the Safety & Health Department for use in the compilation of the year's emission report to the Ohio EPA.

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Revision and/or Review Date:

Reviewed: April, 1991
Revision: April, 1992
Reviewed: May, 1993
Revision: June, 1994
Revision: December, 1995
Reviewed: April 1998
Revision: September 1998
Revision: February 2001
Revision: January 2003
Revision: May 2004
Revision: March 2006
Revision: July 2008